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TRD STAFF MEETING

29 March 1950

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NO CHANGE in Class. ☐ ~~CONFIDENTIAL~~
☐ DECLASSIFIED
Class. CHANGED TO: TS S 0
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/176
Date: 02/1/77 By: ~~DDA~~

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Present:

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1. [REDACTED] reported that a memorandum has been received from OPC allocating six slots to TRD. In addition they are assigning 24 more to us and official notification should be received within a few days. With the six slots assigned from OSO, TRD has a total of 36. TRD can start recruiting against these overseas slots; personnel after training will then be available to fill the requests TRD has been receiving for instructors at overseas installations. The grades of the slots are GS-9 and above.

2. At the next Joint Training Committee meeting scheduled for tomorrow TRD will request an estimate as to the recruitment progress of OSO and OPC as well as an estimate as to when these personnel will be on duty and ready for training. Both offices have ruled that all new personnel coming aboard shall receive training but TRD must know when this new training load is expected.

3. In June the T/O for TRD will be reviewed, to make certain that it contains sufficient slots and to see that it does not have any slots which are not required in order to meet the training requirements of OSO and OPC. Branch and staff chiefs are requested to give some consideration to this matter now.

4. Representatives from OAD and Services have inspected [REDACTED] with the view of installing recording equipment in eleven rooms with the control in Mr. [REDACTED] office. They will submit a memorandum recommending the type of recording equipment which will best fit our needs along with a cost estimate. At present the indications are that TRD will have this equipment in the not too distant future.

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5. Mr. [REDACTED] reported that the survey of TRD property is making progress. Most of the lost items have been located. It is expected that Account #140 will be operating next week; all property records will then be kept in [REDACTED] by the Administrative Officer.

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6. Consideration is now being given to moving the SOC from Building 13 to the State Annex building near [REDACTED]. In this event BISC will remain and ITS will move into Building 13; the Assessment Staff will continue to occupy the first floor of Building 14. No definite decision has been reached since before Building 13 is assigned completely to TRD, the matter must be coordinated with OPC

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and OSO, although we will go ahead in having the facilities prepared to meet TRD specifications.

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7. Mr. [REDACTED] raised the question of priority on the transcription of recordings of lectures, especially for the USSR course. Mr. [REDACTED] will check with Mr. [REDACTED] and report to [REDACTED] the status of this material as well as an estimated completion date.

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8. Mrs. [REDACTED] reported that Mr. [REDACTED] of Staff B requested that TRD's monthly progress report consider trends of training as well as the statistical summary. [REDACTED] requested Mrs. [REDACTED] to include in this month's report an analysis of the training loads of OSO and OPC. Further, to check with CTB for any trends in covert training which should be included.

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9. The next USSR course will be given 1 May, at which time OPC will have additional personnel to enter. This postponement was necessitated because of a lack of students. For the same reason the SOC scheduled to begin 3 April will be postponed for two weeks.

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10. Mr. [REDACTED] announced a newreel will be shown at 12:30 today in the auditorium followed by a movie on postwar Japan. He also exhibited a sample of copy reproduced by the Thermo-Fax duplicator method with the thought that it might be useful to TRD. He was commissioned to investigate the process more thoroughly and report his findings.

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11. Mr. [REDACTED] reported that Congress is presently considering the matter of reducing annual and sick leave for Government employees. He felt that this should be brought to the attention of TRD personnel, although any action on leave by Congress has been tabled for this year. [REDACTED] stated that his policy on leave was that all TRD personnel should have leave, that thought should be given to the scheduling of leaves, and that TRD must continue to fulfill its training responsibilities.

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